

Regional License and Permit Program



MINUTES

Regional License and Permit Program Oversight Group Meeting Tuesday, June 2, 2015 - 1:30 PM

City of Sparks Downtown Training Room - 431 Prater Way, Sparks, NV

Oversight Committee

Reno City Manager - Andrew Clinger
Sparks City Manager - Steve Driscoll
Washoe County Manager - John Slaughter
District Health Officer - Kevin Dick

A. Roll Call

Attendee Name	Title	Status	Arrived
Andrew Clinger	Reno City Manager	Absent	1:36 PM
Kevin Dick	District Health Officer	Present	
Steve Driscoll	Sparks City Manager	Present	
John Slaughter PROXY - Joey Orduna Hastings	Washoe County Manager	Present	

The meeting was called to order at 1:31 PM

B. Public Comment

NO ACTION WAS TAKEN ON THIS ITEM

C. Approval of the Agenda

Proposed Motion: I move to approve.

RESULT: APPROVED [UNANIMOUS]

MOVER: Kevin Dick, District Health Officer

SECONDER: Joey Orduna Hastings, Washoe County Manager Proxy

AYES: Clinger, Dick, Driscoll, Orduna Hastings

D. Approval of the Minutes from the March 3, 2015 Meeting

- Oversight Group Meeting - March 3, 2015 1:30 PM

Proposed Motion: I move to approve the minutes from the March 3, 2015 meeting.

RESULT: APPROVED [UNANIMOUS]

MOVER: Kevin Dick, District Health Officer

SECONDER: Joey Orduna Hastings, Washoe County Manager Proxy

AYES: Clinger, Dick, Driscoll, Orduna Hastings

E. Update, discussion and possible direction on the Project status to include Accomplishments, Project Timelines, Impacts, Budget and Financial Report of the Regional Business License and Permits Project

Lori Piccinini, Regional Project Manager, presented PowerPoint slides reviewing the accomplishments, project timelines, impacts, budget and financial report of the Regional Business License and Permits Project to date. She first reviewed the highlights from the 03/03/15 meeting including the technology fee, merchant processor and regional 311 components.

Crystal Carter (Washoe County) presented the financial report through 05/27/15.

Kevin Dick, District Health Officer, inquired about consulting and implementation fees paid to date and whether they are based on a schedule. Lori Piccinini, Regional Project Manager, explained that they are monthly payments detailed within the Statement of Work. Paul Burr (Washoe County) added that the payments are about \$70,000 monthly based upon milestones which are also in the Statement of Work.

Lori Piccinini, Regional Project Manager, continued her presentation with accomplishments, next steps and a preview of the Regional One Portal for the citizen access side. Regarding the project timeline, there is a 3 month lag from the expected timeline at this point. Phasing the project to remain on target for the 12/21/15 go live date is being discussed.

Kevin Dick, District Health Officer, requested additional detail regarding how the timeline and percentage of project complete are being determined. Randy Farnes, Accela Project Manager, explained that the project plan dictates these numbers which Accela creates, but that the project team does have access to the project plan for review.

Lori Piccinini, Regional Project Management, reviewed the impact of the project timeline with the group including issue management. Specifically, Issue #16 (Phasing of the Regional Project and Project Delays) and Issue #18 (Accela Support Organization and Maintenance of Accela Regional Systems on go line) were highlighted.

Steve Driscoll, Sparks City Manager, explained regarding Issue #1 (Document Storage - Accela ADS or AppXtender) that Sparks uses AppXtender throughout many departments and has received a quote for a Sparks-only interface for document storage. He inquired what type of approval process will be handling these issues which may be agency specific while not delaying the process for the regional project. Lori Piccinini stated there is a shared contingency fund and the Oversight Group will review all formal change order requests. Randy Farnes, Accela Project Manager, stated that either is simply an electronic document management system (EDMS) and this is not a significant choice. He acknowledged that the group needs to pick just one EDMS, not two. Steve Driscoll, Sparks City Manager, reiterated that Sparks needs AppXtender so he requests the next steps for a change order occur. Lori Piccinini, Regional Project Manager, expressed concerns about the additional licensing needs that come along with AppXtender.

Joey Orduna Hastings, Washoe County Manager Proxy, asked if a July meeting was a reasonable expectation to review these issues and phasing. Lori Piccinini, Regional Project Manager, stated that 07/21/15 is reasonable. Due to scheduling conflicts, the Oversight Group is tentatively scheduled to meet 07/24/15 at 1:30 PM at Washoe County.

Lori Piccinini, Regional Project Manager, provided additional information pertaining to the complexity of a regional project of this size. Staffing continues to be an issue for this project, specifically regarding subject matter experts who are not able to work on the project on a full-time basis. This will be reviewed again with the Oversight Group in July.

NO ACTION WAS TAKEN ON THIS ITEM

F. Update and discussion on the Regional Technology fee

Michael Chaump, Reno Project Manager, presented PowerPoint slides for an update on the status of the proposed Regional Technology fee. Public notice and stakeholder outreach have started. Reno has already adopted the fee into the upcoming FY15-16 budget. The proposed fee will not be charged until the system is live and will be \$4 for annual business licenses, \$2 for quarterly business licenses and 4% on building, planning, engineering, and health permits. Each agency will manage its own funds generated from this fee and schedule their own Business Impact Statement presentations in front of their elective bodies. Accela is configuring the system to include the Regional Technology fee, but this can be turned off if an agency does not implement the fee.

NO ACTION WAS TAKEN ON THIS ITEM

G. Follow-up on Asset Management, CRM as requested from last meeting

a. Accela CRM project startup

Lori Piccinini, Regional Project Manager, presented a PowerPoint slide for follow-up on Asset Management and CRM. Accela has purchased Public Stuff as a CRM vendor.

Steve Driscoll, Sparks City Manager, acknowledged that City of Sparks is a customer of Public Stuff now and questioned whether it will continue to be supported now that it is under the Accela umbrella. Randy Farnes, Accela Project Manager, stated that Public Stuff will continue.

Lori Piccinini, Regional Project Manager, added that Government Outreach was also acquired by Accela and is now fully integrated.

NO ACTION WAS TAKEN ON THIS ITEM

H. Announcements/Reports/Updates

NO ACTION WAS TAKEN ON THIS ITEM

I. Identification of future agenda items

- Updated on previous agenda items

- Items from the Oversight Group
 - Joey Orduna Hastings, Washoe County Manager Proxy, requested a summary of public response regarding the Regional Technology fee at the September meeting.
- Special meeting on phasing, timelines and support organization - 07/24/15 at 1:30 PM at Washoe County (Caucus Room)
 - Kevin Dick, District Health Officer, requested that to the extent possible the Oversight Group be provided with information before the meeting. Specifically, a cost-benefit analysis & impacts to the organizations of the presented approaches. Steve Driscoll, Sparks City Manager, expressed disappointment in receiving the information on the same day as the meeting and therefore losing the ability to discuss items with his staff. He requested to receive information as early as possible, but no less than one week prior to future meetings. Lori Piccinini, Regional Project Manager, stated that her goal will be to distribute information two weeks prior.
- Next Meeting - 09/01/15 @ 1:00 PM in Reno

J. Public Comment

NO ACTION WAS TAKEN ON THIS ITEM

K. Adjournment

Proposed Motion: I move to adjourn.

RESULT: APPROVED [UNANIMOUS]

MOVER: Andrew Clinger, Reno City Manager

SECONDER: Kevin Dick, District Health Officer

AYES: Clinger, Dick, Driscoll, Orduna Hastings

The meeting was adjourned at 2:19 PM.